

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Cafeteria Coordinator (ADL - GR.6)

FLSA STATUS: Non-Exempt

UPDATED: March 8, 2005

POSITION OBJECTIVES:

To coordinate and supervise daily cafeteria operations in the Albert D.Lawton School.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, supervise, and coordinate all daily cafeteria operations, including food preparation, cooking, service, cashier operations, and clean up.
- Prepare and cook breakfast and lunch main entrée's with minimal support from high school. Introduce new breakfast and lunch items.
- Supervise three to four cafeteria workers and other staff: train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with problems; evaluate job performance; assist in planning staffing needs and work schedules; maintain timesheets.
- Plan food quantities based on projected hot lunch and salad bar menus. Order dairy and bread products. Modify standard menus as appropriate to school population.
- Standardize portion sizes.
- Maintain inventory of food, supplies and equipment.
- Perform a variety of record keeping and bookkeeping tasks including cashiering and selling tickets. Collect on NSF checks and bad debts.
- Prepare reports for internal use and required by state agencies. Keep abreast of changing requirements.
- Administer free and reduced-price food service programs.
- Supervise students in the cafeteria, enforcing established standards for conduct.
- Ensure that established health and safety standards are maintained.
- Responsible for verifying daily receipts, prepare deposits and bring them to the bank.
- Serve food on service lines, and assist with various food preparations, cooking, baking, and clean up tasks as needed.
- Perform other related duties as assigned.
- Ability to comply with State Sanitation Guideline requirements stating that all employees shall keep clean and wear clean outer garments at all times while engaged in handling food, drink, utensils or equipment. The use of caps, hairnets, headbands, pins, or other hair restraints is required for all food handlers.
- Maintain open channels of communication with the principals, teachers, parents and students to guarantee a smooth and successful program. Create a partnership with building management.
- Perform other related duties as assigned.

SUPERVISION RECEIVED:

Moderate supervision is received from the Food Service Assistant Director.

SUPERVISORY RESPONSIBILITIES:

Functional and partial administrative supervision of three to four employees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Basic education (high school or equivalent) plus two to three years of relevant food service experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Broad base knowledge and skills on cafeteria operations, including handling, preparation, cooking, and serving of foods; cashier functions; facility cleaning and maintenance; and the like.
- **Language Skills.** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.
- **Mathematical Skills.** Good basic administrative math skills, with relevant record/bookkeeping experience. Good supervisory skills.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- **Other.** Good personal hygiene.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl; climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; extreme heat; and dirt/dust. The employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.